

SEAC Meeting October 11, 2007

Attending: Cindy Darrow, Campus Center; Hannah Adams, student rep; Nick Christensen, student rep; Christy Heal, Civic Engagement Ctr, Meghan Bethke, Annual Fund, Betsy Salvatore, International Studies.

Called to order @ 1:40 p.m.

Welcome. Chair Betsy Salvatore welcomed new members Meghan and Christy. All members introduced themselves.

Approval of May 9th minutes. Cindy motioned for approval; Hannah 2nd. Passed.

Follow up on ACTION items.

- Membership.
 - The group decided to solicit its own members in future, with the caveat that we must have reasonably equitable distribution among staff/faculty departments and campus areas.
 - The committee made a decision to modify the assignment of constituents. We plan to assign by building/area rather than by employer size, so people with relationships and shared concerns can contact a rep with whom they have contact.
 - The list will be reworked and updated. When the list is complete and has been distributed, all reps will make an initial contact with their constituents.
 - To help Hannah and Nick get the word out to students (& others), SEAC will place table tent advertising in CC. We plan to feature points from the fall Student Employment training session sponsored by HR/CDC.
 - Suggested: a submission form on the S.E. web site where students/supervisors could ask questions & voice concerns. The form could also be accessed from the SEAC home page.[note taken after the meeting: a form already exists under Contact Us on the S.E. web site.]

ACTION: Betsy will contact Mary to get an updated department list.

ACTION: Cindy will break it down by campus building/region, using input from members, and will try to get it out to all before next meeting.

ACTION: Betsy will discuss the submission form idea with Mary.

Discussion of SE Celebration, Equitable Redistribution, & Guidelines for Conduct – tabled until next month, when Mary Williams can join us.

ACTION: By next meeting, **everyone** should review the student employment section of the online student handbook and come ready to discuss our next steps concerning guidelines for student conduct.

Survey. This could be our first method of contact with our constituents. Submissions could be anonymous or with names; named participants could be eligible for a prize (we have no idea WHAT.) More discussion of this item at the next meeting.

Our survey goals:

- Opening lines of communication
- Identifying issues at the department level
- Facilitating information between S.E. and student supervisors

ACTION: Everyone will draft questions for a potential survey.

Next meeting: Nov. 8, CC205

- PICTURE DAY
- S.E. Celebration 2008
- Equitable Redistribution of Campus Jobs
- Guidelines for Student Conduct
- Survey - continued.

Meeting adjourned@ 2:10 p.m.

Respectfully submitted,
Jacki Betsworth